

Section A3 - Air Force Job Qualification Standard 3S0X1-002 (DCAPES & MANPER-B)

DEPARTMENT OF THE AIR FORCE
Headquarters, US Air Force
Washington DC 20330-5020

AFJQS 3S0X1-002
June 2005

**Deliberate and Crisis Action Planning and Execution Segments (DCAPES) and
Manpower and Personnel Module - Base Level
(MANPER-B) System Operator**

1. **PURPOSE:** This Air Force Job Qualification Standard (AFJQS) identifies the tasks required by a MANPER-B system operator in the PRF or the MANPER-B operator on a PERSCO UTC. This document is to be used to plan, record, and certify all training related to the MANPER-B system.

2. **CERTIFICATION PROCEDURES:** Personnel qualified on these tasks will provide training and certification. When training is initiated, write a start date in the "Start Date" block. When training for a task is completed and the member is qualified, the trainer will initial the "Trainer's" block, the trainee will initial the "Trainee's Initial" block, and enter the date training was completed in the "Completion Date" block. Personnel must be trained and certified on all items, with the following exceptions:

3. **QUALIFICATION STANDARDS:** Personnel are trained and qualified to the GO/NO-GO standard on this AFJQS. GO means the individual can perform the task without assistance utilizing appropriate instructions, user's manuals, and maintenance manuals.

4. **IDENTIFICATION:** The trainee's name and SSAN must be printed in ink, pencil, or typewritten on this AFJQS in the identification block provided.

5. **GENERAL MANAGEMENT ISSUES:**

a. This JQS will be maintained in the member's OJT record for personnel (TSgt and below) assigned to the PRF performing primary duties, which include the operation of the MANPER-B computer system, or the PERSCO training folder (all ranks) for PERSCO MANPER-B operators.

b. Trainees will use this JQS in conjunction with their primary duty related training standards (i.e. STS and AFJQS).

c. Automation of this JQS is authorized; however, a master copy must be available for reference.

6. **SUPPLEMENTS, CORRECTIONS, AND RECOMMENDATIONS FOR CHANGES:** This JQS may be supplemented at any level; however, supplements must be coordinated through

AFPC/DPFRO. All corrections and recommendations for change will be submitted to AFPC/DPFRO.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

ROGER A. BRADY
Lieutenant General, USAF
Deputy Chief of Staff, Personnel

Task	Start	Comp	Trainee	Trainer	Cert
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	Date	Date	Initials	Initials	Officials
A. Initial Set Up TR: AFCSM 10-626, Vol II					
1. Unpack, Set-Up and Connect MANPER-B Equipment					
2. Complete Equipment Inventory, locate Serial Numbers					
3. Set System Defaults to reflect Operating Location					
3.1 Explain Changing Defaults					
4. Check System Configuration to ensure all files are resident					
5. Outage Reporting					
6. Set Up and Manage a MANPER-B Supply/Equipment Account Ref: Local ITAMS procedures					
B. MANPER-B Operations TR: AFCSM 10-626, Volume II					
1. System Interface Relationships					
1.1 Red-Mini					
1.2 DCAVES					
1.3 MiLPDS					
2. Explain the difference between the Main and PERSCO Module.					
3. Explain the purpose of the AF PAS Table					
3.1 Complete AF PAS Lookup					
3.2 Explain how to update AF PAS file					

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	Date	Date	Initials	Initials	Officials
4. MANFOR Management					
4.1 Explain purpose of MANFOR function					
4.2 Perform MANFOR Update Actions					
4.3 Load MANFOR					
4.4 Update Plan records					
C. Common MANPER-B Functions TR: AFCSM 10-626, Volume II					
1. Functions Menu					
1.1 Explain Plans View					
1.2 Explain Personnel View					
2. Reports Menu					
2.1 Explain Purpose					
2.2 Explain Standard Reports					
2.2.1 Daily Transaction Register					
2.2.2 Develop, Edit and Print Locally Defined Reports					
3. Communications Menu- Explain purpose					
4. Set Up Menu - Explain purpose					
5. Window Menu - Explain purpose					
6. Help Menu - Explain purpose					
7. Import/Export Data Base Files					
7.1 Import Files					
7.2 Export Files					

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8. Data Pattern Traffic (DPT)					
8.1 Process Incoming DPT					
8.2 Process Outgoing DPT					
8.3 Explain DPT Viewer					
8.4 Correct DPT Sequence Control					
8.5 Incoming/Outgoing Hold					
9. Complete system backup					
9.1 Complete an in system backup using the "Backup/Restore File" routine within the MANPER-B software.					
9.2 Explain how often backup should be accomplished and by what methods.					
9.3 Explain purpose and use of secure copy function.					
10. Complete a system restore					
10.1 Restore all files from an in system backup					
10.2 Restore all files from a Hard Card backup					

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D. Main Module Functions TR: AFCSM 10-626, Volume II					
1. Reports Menu					
1.1 Deployment Requirements Manning Document (DRMD)					
1.2 Summary Report					
1.2.1 Unit Line Number (ULN) Summary					
1.2.2 AFSC Summary					
1.3 Deployment Ineligible					
1.4 Duplicate SSAN Roster					
1.5 Contingency Exercise Deployment (CED) Orders and Amendments					
1.5.1 Develop Edit and Print CED orders					
1.5.2 Develop Edit and Print Amendments					
1.6 MANFOR Report					
1.6.1 UTC Summary Report					
1.6.2 UTC Detail Report					
2. Communications Menu					
2.1 DPT					
2.1.1 7302 Selector					
2.1.2 7150 Outgoing Hold					
2.2 Write PDS					
2.3 PRF Replace					
2.4 LOGMOD					
2.4.1 Export					
2.4.1.1 Plan					
2.4.1.2 Personnel					
2.4.2 Import					
2.5 CMOS					
2.6 MANPER to PERSCO Export					

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3. Actions Menu					
3.1 Build Plan Requirements					
3.2 Assign Personnel to Plan Requirements					
3.3 Update Travel Itinerary					
4. Edit Tasking Information Screen					
4.1 Departure from Home Station Update					
E. PERSCO Module Functions TR: AFCSM 10-626, Volume II					
1. Functions Menu					
1.1 Arrival Update					
1.2 Departure Update					
1.3 Duty Status Change					
1.4 Forward Deployment					
1.5 Misc. Updates					
1.6 View Archive					
2. Reports Menu					
2.1 Alpha Roster					
2.2 Employment Requirements Manning Document (ERMD)					
2.3 Duplicate Position Roster					
2.4 Duty Status Change (DSC) EOD					
2.5 Unfilled Requirements					

Task	Start Date	Comp Date	Trainee Initials	Trainer Initials	Cert Officials
F. System Maintenance TR: AFCSM 10-626, Volume II					
1. Identify and perform safety measures (i.e. turn power off, remove CPU power cord etc.)					
2. Perform routine maintenance on all system components					
3. Scan Floppy/Hard Disk for Viruses					
G. System Close Down TR: AFCSM 10-626, Volume II					
1. Power-down and disconnect MANPER-B System					
2. Pack MANPER-B system to be hand-carried					